

EDITED KSA LISTING

CLASS: PERSONNEL SPECIALIST

NOTE: Each position within this classification may be required to possess all or some of these knowledges, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1	Basic knowledge of current office methods, procedures, and equipment (e.g., information disclosure, customer service, 10-key calculator, computer hardware and software, etc.) to effectively provide personnel/payroll services.
K2	Basic knowledge of math principles as they relate to personnel/payroll matters (e.g. salary determinations, accounts receivable, disability supplementation calculations, etc.).
K3	Basic knowledge of communication principles and techniques (verbal and written) to provide information relating to various personnel/payroll functions.

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#	Knowledge, Skill, Ability
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	Skill to:
S1	Skill to develop various written documents (e.g. correspondence, tables, spreadsheets, charts, etc.) to provide information/data on various personnel/payroll matters.
S2	Skill to clearly communicate with others (e.g. all levels of staff, control agencies, public, etc.) to exchange and relay information related to various personnel/payroll matters and to establish and maintain cooperative working relations with those contacted during the course of the work.
S3	Skill to organize, prioritize work and multitask to effectively manage workload and to comply with mandated policies and deadlines.
S4	Skill to maintain personnel/payroll documents (e.g. disability files, Family Medical Leave Act (FMLA), garnishments, etc.) to comply with law, rules, regulations, policies, procedures, etc.
S5	Skill to operate a computer hardware/software to access/retrieve information and produce personnel/payroll related documents.
S6	Skill to research and analyze various personnel/payroll matters to recommend alternative actions and/or take an appropriate course of action.
S7	Skill to independently interpret reference materials to comply with law, rules, regulations, policies, procedures, etc.

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SPECIAL PERSONAL CHARACTERISTICS	
SPEC1	Tact
SPEC2	Good judgment
SPEC3	Honesty
SPEC4	Ethical behavior